

Employee Post-Travel Disclosure of Travel Expenses

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Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Interstate Migrant Education Council

Travel date(s): October 3-5, 2018

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$259.63	\$360.00	79.80	

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): I attended all of the events on Thursday, October 4th on the attached agenda.

10/11/18
(Date)

Allie Kimmel
(Printed name of traveler)

Allie Kimmel
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/11/18
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Allie Kimmel

Employing Office/Committee: Senate HELP Committee

Private Sponsor(s) (list all): Interstate Migrant Education Council

Travel date(s): October 3-5, 2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Denver, CO

Explain how this trip is specifically connected to the traveler's official or representational duties:

I am the staffer responsible for migrant education and issues related to English learners for the Senate HELP Committee. Attending this conference will help me understand issues related to education for migrant children and the impact of the Every Student Succeeds Act, which I helped to write. I think it will be helpful for states in attendance to hear about education policy at the federal level and the status of relevant legislation, such as the Head Start Act.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

8/20/18
(Date)

Allie Kimmel
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Murray hereby authorize Allie Kimmel
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

8/20/18
(Date)

Patty Murray
(Signature of Supervising Senator/Officer)



AGENDA

IMEC Membership Meeting
Magnolia Hotel
818 17th Street
Denver, Colorado
October 3 - 5, 2018

"IMEC's mission is to advocate for the highest quality education and other needed support for the nation's migratory children and youth"

Wednesday October 3, 2018

Ms. Allie Kimmel to arrive at approximately 9:00am to Denver. Will be on personal trip extension for the day.

Thursday October 4, 2018

9:00am – 9:15am Welcome/Review of the day/Tomas Mejia, Chair

9:15am–10:00am Overview Colorado MEP:
Tomas Mejia, Director and Staff, Colorado Department of Education.

This presentation by the Colorado MEP staff will provide an overview of the educational and support services being offered to the Colorado migrant students.

10:00am- 10:15am Questions/Comments

10:15am–10:30am Break

10:30am–12:00pm Teleconference with Ms. Lisa Gillette, Director, Office of Migrant Education (OME) and Staff, U.S. Department of Education, Washington, DC

The teleconference offers the opportunity for IMEC members to receive an update on current OME activities. The OME Director and staff will also address any questions submitted by the membership regarding the MEP.

12:00pm–1:30pm Lunch (On your own)

1:30pm–2:45pm Current Activities of the Senate Health, Education, Labor and Pensions (HELP): Ms. Allie Kimmel, Senate HELP Committee, Minority Staff Member, Washington, DC

While Title 1, Part C addresses specific issues related to the education migratory children ESSA has many programs that should also address serving the educational needs migrant children. This session provides the opportunity for IMEC members to dialog with Hill staff to discuss educational issues that impact the education of migrant children across ESSA. It also provides insight on how well ESSA implementation is going as it relates to state implementation. In addition, current HELP activities related to educational issues will be shared.

2:45pm–3:00pm Questions/Comments

3:00pm – 3:15pm Break

3:15pm- 4:45pm Final Review and Input on the IMEC Strategic Plan for 2019- 2021: Sol Kaulukukui (Consultant)

This session is to finalize the IMEC Strategic Plan for 2019-22021. Emphasis will be on area's to improve the education of migrant children.

4:45pm – 5:00pm Summary of day and Adjournment

Friday October 5, 2018

Ms. Allie Kimmel will depart to Washington, DC at approximately 11:00am.

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Interstate Migrant Education Council (IMEC)
2. Description of the trip: Present and confer with IMEC members at the IMEC meeting in Denver, Colorado
3. Dates of travel: October 3-5, 2018
4. Place of travel: Denver, Colorado
5. Name and title of Senate invitees: Ms. Allie Kimmel, Senate HELP Committee, Minority Staff Member
6. I certify that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
~~FOR~~
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
~~AND~~
 - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
~~AND~~
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment of the trip*.

OR

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment of the trip (see questions 6 and 10)*.

OR

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point throughout the trip*.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

IMEC is the sole sponsor who develops and sets the agenda.

IMEC handles all logistics associated with the meeting.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Mission of IMEC is to work on behalf of Migratory Children as outlined in Title 1, Part C

of the "Every Student Succeeds Act (ESSA). The purpose of the trip

is to discuss educational issues related to the education of migrant children.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This will be the first time IMEC sponsors a congressional trip.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Professional development, mentoring, networking, review of educational research.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	air: \$450 Baggage/mileage/ parking: \$150	\$180 per nightX2	\$207	
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

the trip involves an event that is arranged or organized without regard to congressional participation

18. Reason for selecting the location of the event or trip

Selected by IMEC Board of Directors to be held in Colorado a member state.

19. Name and location of hotel or other lodging facility:

Magnolia Hotel, 818 17th Street, Denver, Colorado

20. Reason(s) for selecting hotel or other lodging facility:

Cost, proximity to airport and space availability.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel;

All expenses are at or below per diem.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Coach airfare (economy). Transportation from airport by taxi or shuttle.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

There is no entertainment planned.

25. I hereby certify that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you must include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: Francisco Garcia

Name and Title: Francisco Garcia, Executive Director

Name of Organization: Interstate Migrant Education Council (IMEC)

Address: One Massachusetts Avenue, NW, Suite 700, Washington, DC 20001

Telephone Number: (202) 336-7078 (IMEC) (571) 225-4801 (EX. Director)

Fax Number: _____

E-mail Address: fcgarcia@q.com

Interstate Migrant Education Council
One Massachusetts Avenue, N.W., Suite 700
Washington, DC 20001
202-336-7078

Francisco Garcia, Executive Director

www.imec-migrated.org

"IMEC's mission is to advocate for the highest quality education and other needed support for the nation's migratory children and youth"

July 24, 2018

Ms. Allie Kimmel
Senate HELP Committee Minority Staff
Dirksen Senate Office Building Room 428
Washington DC 20002

Dear Allie:

The Interstate Migrant Education Council (IMEC) would like to invite you to attend and present at our next scheduled meeting at the Magnolia Hotel in Denver, Colorado October 3-5, 2018. Your requested presentation would focus on the various education activities currently being addressed through the HELP Committee. We would also request any items as they relate to the education of migrant children.

The time slot for your presentation would be Thursday October 4th from 1:30pm to 2:45pm with an opportunity for questions and answers. In addition, your attendance would also allow IMEC members an opportunity to have additional conversations with you throughout the day.

The Interstate Migrant Education Council was established in 1983 to advocate for the highest quality education and other needed support services for the nation's migratory children and youth. IMEC's members are prominent individuals who in carrying out the intent of section 1304 of Title 1, Part C under ESSA of the Migrant Education Program focus on policy, promising practices, legislation, networking and research as IMEC's model for Inter/Intrastate coordination among the 21 member states of which the State of Washington is a member.

During IMEC's previous meetings we have identified overarching area's that influence the new face of migrant education: demographics, mobility and poverty. All of these areas have an impact on the type of migrant services provided including education, health and support services.

IMEC's meetings offer the opportunity to continue the process of identifying current and future trends, needs and services for migrant students. The format is interactive with time for members to have conversations about the presentations and to address key findings and recommendations.

IMEC's vision and mission for migrant students is a crucial part in achieving educational equity. Your presentation does not have to focus solely on the migrant education program since migrant students are part of the overall educational process needed to be successful.

I am attaching a "draft agenda" for your review. In attendance there will be approximately 45 participants representing the 21 member states.

We hope you will accept our invitation. Your views and participation will lay the foundation related to issues faced in providing services to migrant students which in turn impacts our discussion while we move forward in educating today's migrant children.

Should you accept or decline this invitation please email me at fcgarcia@q.com or call me at (571) 225-4901 to let me know of your decision.

In order to facilitate your participation IMEC will cover your actual travel expenses associated with the IMEC meeting. This includes air travel, hotel, and transportation to and from the hotel, meals based on per diem, parking and mileage. Should you accept please have your representative contact Nancy Wiehe, IMEC Senior Associate for Member Services at (202) 336-7078 or email her at nancyw@ccsso.org so that arrangements for your travel can be arranged through CCSSO our fiscal agent.

Your commitment and support is greatly appreciated. The IMEC membership and I look forward to seeing you in Denver!

Sincerely,

Francisco Garcia

Francisco Garcia
Executive Director, IMEC

CC: Tomas Mejia, Chair (CO)

